

**BY ORDER OF THE CHIEF,  
NATIONAL GUARD BUREAU**

**MANPOWER STANDARD 43A0T5**

**1 JULY 2001**



***Manpower Standard***

**SECURITY FORCES VEHICLE MAINTENANCE**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the NGB PDC WWW site at:  
<http://www.ngbpdc.ngb.army.mil/angseries.asp>

---

OPR: ANG/XPME (Mr. S. Griffith)

Certified by: ANG/CS (Col S. Wassermann)

Pages: 19

Distribution: F

---

This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the 204th Security Forces Squadron, Ft Bliss, TX. This ANGMS applies to the 204th Security Forces, Vehicle Maintenance mission only. This standard applies to peacetime operations only. The Air National Guard (ANG) is the authority for the approval and publication of ANG Manpower Standards. Air Force (AF) and ANG directives contain policy and procedural guidance for the operation of the Security Forces Support function. This standard was developed in accordance with AF Instruction (AFI) 38-201, *Determining Manpower Requirements*, and AF Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP) - Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME/Operating Location TN [OLTN]), 106 Briscoe Drive, McGhee Tyson ANG Base, TN 37777-6283.

## **1. STANDARD DATA.**

1.1. Approval Date: 1 July 2001

1.2. Man-hour Data Source: Operational Audit method (historical record and technical estimate techniques).

1.3. Standard Man-hour Equation:  $Y = 64.18 + 7.636X$ .

1.4. Workload Factor.

1.4.1. Title: A Vehicle Equivalent authorized.

1.4.2. Definition: The average number of vehicle equivalents authorized within the 204th Security Forces Squadron.

1.4.3. Source: Master Vehicle Listing maintained by ANG/LGT.

1.4.4. Points of Contact.

1.4.4.1. Functional: Major Daniel Steiner, ANG/204SFS

1.4.4.2. Manpower: Mr. Steve Griffith, ANG/XPME

## **2. APPLICATION INSTRUCTIONS.**

2.1. Step 1. Man-hour Equation. Apply the man-hour equation in Paragraph 1.3., to determine required man-hours.

2.2. Step 2. Man-hour Availability Factor (MAF). Divide the resulting man-hours by the appropriate MAF times the overload factor.

2.3. Step 3. Upper and Lower Extrapolation Limits:

2.3.1.  $Y_U = 761.44$ .

2.3.2.  $Y_L = 456.86$ .

Step 4. Air Force Specialty Codes (AFSC) Requirement. Use the Manpower Table Attachment 3 to determine required AFSCs.

**3. STATEMENT OF CONDITIONS.** The conditions listed below had no affect on the development of this standard: minimum response rates, minimum manpower levels, standardized crew complements, safety considerations, aircraft turn-around time, length of waiting periods, levels of backlog and hours of operation.

DANIEL JAMES III, Lieutenant General, USAF  
Director, Air National Guard

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*References*

AFI 38-201, *Determining Manpower Requirements*

AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Processes*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*

AFMS 00AA, *Standard Indirect Description*

*Abbreviations and Acronyms*

**AF** - Air Force

**AFO** - Accounting and Finance Office

**AFSC** - Air Force Specialty Codes

**ANG** - Air National Guard

**ANGMS** - Air National Guard Manpower Standard

**APMP** - Automated Publications Management Program

**BFM** - Body Fat Measurement

**BPA** - Blanket Purchase Agreement

**CA/CRL** - Custody Authorization/Custody Receipt Listing

**CAMS** - Core Automated Maintenance System

**CDC** - Career Development Course

**COPARS** - Contractor Operated Parts Store

**CTK** - Consolidated Tool Kit

**CTK** - Composite Tool Kit

**DRMO** - Defense Reutilization and Marketing Office

**DIFM** - Due in From Maintenance Listing

**EPR** - Enlisted Performance Report

**FAD** - Force Activity Designator

**FMB** - Financial Management Board

**LOF** - Lube, Oil, and Filter

**MEP** - Management Engineering Program

**MDR** - Material Deficiency Report

**MICAP** - Mission Capability

**MPF** - Military Personal Flight

**NGB** - National Guard Bureau

**NSN** - National Stock Number

**OJT** - On-the-job Training

**OPR** - Officer Performance Report

**PDO** - Publications Distribution Office

**PIF** - Personal Information File

**PME** - Professional Military Education

**PME** - Precision Measurement Equipment

**POD** - Process Oriented Description

**POL** - Petroleum Oil, and Lubricants

**PSI** - Personnel Security Investigation

**QDR** - Quality Deficiency Report

**REMS** - Registered Equipment Management System

**RUTA** - Rescheduled Unit Training Assembly

**SAV** - Staff Assistance Visit

**SEI** - Special Experience Identifier

**TA** - Table of Allowance

**TCO** - Test Control Office

**TCTO** - Time Compliance Technical Order

**TDY** - Temporary duty

**TO** - Technical Order

**UGT** - Upgrade Training

**UND** - Urgency of Need Designator

**UTA** - Unit Training Assembly

**VCO** - Vehicle Control Officer

**VDP** - Vehicle Deadlined for Parts

**VIMS** - Vehicle Integrated Management System

**VOC** - Vehicle Out of Commission

### *Terms*

**Air National Guard Manpower Standard (ANGMS).** A numbered, specialized publication that quantifies manpower requirements for a work center. Also includes approved variances. See AFI 38-201.

**Man-hour.** A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or a similar combination of people working at a normal pace for a period of time equal to 60 minutes.

**Manpower Standard.** The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

**Process Oriented Description.** A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

## Attachment 2

**PROCESS ORIENTED DESCRIPTION  
VEHICLE MAINTENANCE**

**Table A2.1. Listing of Functional Processes.**

1.	VEHICLE AND/OR EQUIPMENT MAINTENANCE AND REPAIR.
1.1.	RECEIVES AND INSPECTS VEHICLE AND/OR EQUIPMENT.
1.1.1.	REVIEWS VEHICLE AND EQUIPMENT WORK ORDER. Obtains vehicle and equipment work order from maintenance control technician and reviews to determine what service and/or repair work is required.
1.1.2.	CONFIRMS DISCREPANCY. Performs visual, diagnostic, and/or road test inspection of vehicle and/or equipment; confirms discrepancy on vehicle and equipment work order; and enters additional maintenance requirements found on work order.
1.2.	ASSIGNS WORK. Assigns mechanic to perform service or repair based on skill and experience required.
1.3.	RESEARCHES TECHNICAL PUBLICATION.
1.3.1.	IDENTIFIES AND OBTAINS TECHNICAL PUBLICATION. Researches Technical Order (TO) index to determine correct TO required to perform service or repair; obtains correct TO from file; and receipts for publication by annotating appropriate sign-out record.
1.3.2.	IDENTIFIES TOOL, EQUIPMENT, AND MATERIAL. Identifies, by use of technical publication, all tools, equipment, material and/or parts required to accomplish repair.
1.4.	OBTAINS TOOL, EQUIPMENT AND MATERIAL.
1.4.1.	OBTAINS TOOL. Obtains tools required to accomplish repair from tool crib, consolidated tool kit (CTK), or shadow board.
1.4.2.	OBTAINS EQUIPMENT. Obtains necessary special equipment required to accomplish repair and receipts for equipment by temporary issue receipt or chit.
1.4.3.	OBTAINS MATERIAL.
1.4.3.1.	OBTAINS MATERIAL FROM MATERIEL CONTROL. Hand-carries work order to materiel control or bench stock; requests and picks up material and/or part; and returns to work area.

1.4.3.2.	OBTAINS MATERIAL FROM CONTRACTOR OPERATED PARTS STORE (COPARS). Hand-carries work order to COPARS; requests and picks up material and/or part; and returns to work area.
1.5.	PERFORMS REPAIR.
1.5.1.	PERFORMS MINOR MAINTENANCE AND/OR ADJUSTMENT. Performs minor maintenance and/or adjustment requiring one direct labor hour or less and/or parts cost of fifty dollars or less.
1.5.2.	PERFORMS MAJOR MAINTENANCE. Inspects, troubleshoots, removes, cleans, disassembles, repairs, reassembles, rebuilds, overhauls or replaces, and tests major system and/or subsystem.
1.5.2.1.	REPAIRS ENGINE ASSEMBLY.
1.5.2.2.	REPAIRS ENGINE ASSEMBLY.
1.5.2.3.	REPAIRS IGNITION.
1.5.2.4.	REPAIRS CARBURETOR SYSTEM.
1.5.2.5.	REPAIRS FUEL SYSTEM.
1.5.2.6.	REPAIRS CHARGING SYSTEM.
1.5.2.7.	REPAIRS EXHAUST SYSTEM.
1.5.2.8.	REPAIRS ELECTRICAL SYSTEM AND/OR LIGHT.
1.5.2.9.	REPAIRS STARTING SYSTEM.
1.5.2.10.	REPAIRS CLUTCH SYSTEM.
1.5.2.11.	REPAIRS HEATER AND/OR AIR CONDITIONER.
1.5.2.12.	REPAIRS TRANSMISSION SYSTEM.
1.5.2.13.	REPAIRS BRAKE SYSTEM.
1.5.2.14.	PERFORMS TUNE-UP.
1.5.2.15.	REPAIRS STEERING.
1.5.2.16.	REPAIRS SUSPENSION.
1.5.2.17.	REPAIRS UNIVERSAL JOINT.

1.5.2.18.	REPAIRS WINDSHIELD WIPER.
1.5.2.19.	REPAIRS DIFFERENTIAL SYSTEM.
1.5.2.20.	REPAIRS AIR SYSTEM AND/OR BRAKE.
1.5.2.21.	REPAIRS SPEEDOMETER OR HOURMETER.
1.5.2.22.	REPAIRS CONTROL CABLE.
1.5.2.23.	PERFORMS OTHER MAINTENANCE.
1.6.	PERFORMS INSPECTION. Performs inspection in accordance with appropriate regulations and technical orders.
1.6.1.	PERFORMS SAFETY INSPECTION.
1.6.2.	PERFORMS SCHEDULED INSPECTION/LUBE, OIL, AND FILTER (LOF) CHANGE.
1.7.	PERFORMS QUALITY ASSURANCE INSPECTION. Performs quality assurance inspection on vehicle maintenance output; documents deficiency noted during inspection and forwards report to maintenance control technician; and coordinates with maintenance control technician, if applicable, to reschedule vehicle and/or equipment that does not pass quality assurance inspection.
1.8.	PERFORMS EMERGENCY ROAD SERVICE. Performs minor repairs and/or replaces minor parts in disabled vehicle; provides wrecker service as required; and performs travel to and from disabled vehicle.
1.9.	CLEANS MAINTENANCE AREA. Cleans maintenance area during and after job.
1.10.	RETURNS TOOL, EQUIPMENT, AND UNUSED MATERIAL AND/OR PART.
1.10.1.	RETURNS TOOL. When repair is completed, cleans and returns tool to tool crib, CTK, or shadow board.
1.10.2.	RETURNS EQUIPMENT. Cleans and returns special equipment and picks up temporary issue receipt or chit.
1.10.3.	RETURNS UNUSED MATERIAL. Returns unused or creditable material.
1.11.	DOCUMENTS COMPLETED WORK. Documents vehicle and equipment work order to reflect all maintenance accomplished.



1.12.	ANNOTATES MINOR MAINTENANCE WORK ORDER. Makes appropriate entry on Minor Maintenance work order.
1.13.	RECOVERS/COLLECTS HAZARDOUS WASTE. Recovers/collects hazardous waste and records daily amount of gallons until 55-gallon capacity is reached.
2.	MAINTENANCE CONTROL AND ANALYSIS.
2.1.	CONTROLS SCHEDULED MAINTENANCE. List/Quick Reference List to ensure that repair limit will not be exceeded. Notifies Vehicle Maintenance Officer or superintendent for approval if limit is going to be exceeded.
2.1.1.	REVIEWS SCHEDULED MAINTENANCE REPORT. Reviews Scheduled Maintenance Report to determine if inspection is due or required.
2.1.2.	REVIEWS VEHICLE HISTORICAL RECORD. Reviews Vehicle Historical Record for repetitive maintenance or component failure that may be covered by warranty.
2.1.3.	CHECKS VEHICLE STATIC MAINTENANCE DATA. Checks Vehicle Static Maintenance Data to ensure vehicle is required for maintenance.
2.1.4.	CHECKS VEHICLE MASTER LIST. Checks Vehicle Master List/Quick Reference List to ensure that repair limit will not be exceeded. Notifies Vehicle Maintenance Officer or superintendent for approval if limit is going to be exceeded.
2.1.5.	OPENS VEHICLE AND EQUIPMENT WORK ORDER. Assigns work order number, maintenance priority; indicates maintenance required; assigns work order to vehicle maintenance; and determines type of work order.
2.1.6.	CLOSES WORK ORDER. Checks vehicle and equipment work order for accuracy; closes work order; and updates Vehicle Historical Record.
2.2.	CONTROLS UNSCHEDULED MAINTENANCE.
2.2.1.	REVIEWS SCHEDULED MAINTENANCE REPORT. Reviews Scheduled Maintenance Report to determine if inspection is due or required.
2.2.2.	REVIEWS VEHICLE HISTORICAL RECORD. Reviews Vehicle Historical Record for repetitive maintenance or component failure that may be covered by warranty.
2.2.3.	CHECKS VEHICLE MASTER LIST. Checks Vehicle Master List to ensure repair limit will not be exceeded; and notifies maintenance superintendent for approval if limit is going to be exceeded.

2.2.4.	OPENS VEHICLE AND EQUIPMENT WORK ORDER. Assigns work order number, maintenance priority; indicates maintenance required; assigns work order to vehicle maintenance; and determines type of work order.
2.2.5.	CLOSES WORK ORDER. Checks vehicle and equipment work order for accuracy; closes work order; and updates Vehicle Historical Record.
2.3.	UPDATES MAINTENANCE CONTROL STATUS BOARD. Updates maintenance control status board by attaching Vehicle Historical Record, Operators Inspection Guide and Trouble Report, and vehicle and equipment work order.
2.4.	MONITORS AWAITING MAINTENANCE. Monitors awaiting maintenance suspense file; schedules vehicle and/or equipment; and posts status board with copy of work order and Vehicle Historical Record.
2.5.	MONITORS DEFERRED MAINTENANCE. Monitors deferred maintenance work order and coordinates with materiel control technician for status and follow-up action.
2.6.	MONITORS QUALITY DEFICIENCY REPORT/MATERIAL DEFICIENCY REPORT (QDR/MDR) PROGRAM. Monitors QDR/MDR programs; maintains ledger for assigning activity report numbers; assists in preparation of report; and performs follow up action.
2.7.	MONITORS VEHICLE DEADLINED FOR PARTS (VDP) ACTION.
2.8.	MONITORS CANNIBALIZATION REQUIREMENT. Determines if cannibalization is required; and forwards work order and Record of Cannibalization to maintenance superintendent for approval.
2.9.	PERFORMS REGISTERED EQUIPMENT MANAGEMENT SYSTEM/VEHICLE INTEGRATED MANAGEMENT SYSTEM (REMS/VIMS) INTERFACE. Compares REMS/VIMS data to identify discrepancies; and takes follow-up action as required.
2.10.	PERFORMS DATA ANALYSIS.
2.11.	MAINTAINS TO LIBRARY.
2.11.1.	ORDERS TECHNICAL PUBLICATION. Orders required technical publication, revision, change, or supplement by submitting Time Compliance Technical Order (TCTO) or TO publication requirement table.
2.11.2.	MAINTAINS PUBLICATION INDEX. Maintains publication index and TO file card.

2.11.3.	MAINTAINS TECHNICAL PUBLICATION. Maintains technical publication, revision, change, or supplement as received.
2.11.4.	PURGES TO PUBLICATION. Purges technical order publication when vehicle/equipment technical order is no longer required.
2.11.5.	PERFORMS INSPECTION. Performs annual inspection of technical publication, revision, change, or supplement to ensure currency.
3.	OPERATIONS.
3.1.	PERFORMS VEHICLE OPERATIONS.
3.1.1.	MAINTAINS VEHICLE ACCOUNT. Maintains current record on all command-owned base registered vehicles. Updates Custody Authorization/Custody Receipt Listing (CA/CRL) when vehicle is received, vehicle is turned in, National Stock Number (NSN) changes or Table of Allowances change; and compares to old CA/CRL.
3.1.2.	INVESTIGATES VEHICLE ABUSE/MISUSE. Prepares vehicle abuse/misuse report; prepares draft letter of vehicle abuse/misuse and forwards to unit Vehicle Control Officer (VCO); reviews VCO reply; and takes appropriate action.
3.1.3.	VALIDATES AF IMT 15, <i>UNITED STATES AIR FORCE INVOICE</i> . Validates completed AF IMT 15.
3.2.	PERFORMS FLEET MANAGEMENT.
3.2.1.	MANAGES VEHICLE CONTROL FUNCTION.
3.2.1.1.	CONDUCTS TECHNICAL INSPECTION.
3.2.1.1.1.	PREPARES FOR INSPECTION. Prepares for inspection by obtaining required vehicle lists.
3.2.1.1.2.	CONDUCTS INSPECTION. Inspects registered vehicles assigned to unit.
3.2.1.1.3.	DOCUMENTS INSPECTION. Documents inspection visit to each organization and forwards copy to unit commander.
3.2.1.1.4.	CONDUCTS FOLLOW-UP INSPECTION.
3.2.1.1.5.	DOCUMENTS FOLLOW-UP INSPECTION. Documents follow-up inspection visit and forwards copy to unit commander.
3.2.2.	PERFORMS FLEET ANALYSIS.

3.2.2.1.	PERFORMS GENERAL FLEET ANALYSIS. Analyzes, by vehicle type, trend data in vehicle utilization, operations and maintenance costs, fuel use, and Vehicle Out of Commission (VOC) rate; and identifies causative factor.
3.2.2.2.	PERFORMS AUTHORIZATION ANALYSIS. Analyzes vehicle authorization request for permanent class B and C vehicles.
3.2.2.3.	PERFORMS VEHICLE SIZING ANALYSIS. Performs semiannual evaluation of vehicle sizing alternatives using VIMS database of individual vehicle utilization to provide fleet management advantages and rotates vehicle as required.
3.2.2.4.	CONDUCTS SPECIAL STUDY. Collects, extracts, analyzes, compiles, and reviews vehicle operations and maintenance data for comparative study, report, and summary.
3.2.3.	DEVELOPS RESOURCE REQUIREMENT AND JUSTIFICATION.
3.2.3.1.	DETERMINES WORKDAY REQUIREMENT. Determines special training, proficiency training, and annual training workday required to support training plan.
3.2.3.2.	DETERMINES FUEL BUDGET REQUIREMENT. Determines current fuel budget by projection using previous year usage and additional requirements forecast.
3.2.3.3.	PREPARES UNFUNDED REQUIREMENT. Identifies and prepares unfunded requirement for input into RCS: ANG-LGS 7402 Supplies and Equipment Edit report.
3.2.3.4.	ESTIMATES VEHICLE RENTAL. Estimates and submits budget for vehicle rental requirement.
3.2.3.5.	PREPARES SPECIAL OPERATING EQUIPMENT BUDGET.
3.2.4.	CONTROLS GOVERNMENT CREDIT CARD.
3.3.	MANAGES DRIVER EVALUATION PROGRAM.
3.4.	PERFORMS VEHICLE ACCIDENT INVESTIGATION.
3.4.1.	ASSISTS IN COMPLETION OF REQUIRED ACCIDENT FORM.
3.4.2.	REVIEWS ACCIDENT REPORT.

3.4.2.1.	REVIEWS VEHICLE AND EQUIPMENT ACCIDENT WORK ORDER. Reviews AF IMT 1823, <i>Vehicle and Equipment Work Order</i> , to ensure identification of accident repair cost.
3.4.2.2.	REVIEWS UNIFORM POLICE TRAFFIC COLLISION REPORT. Reviews uniform police traffic collision report for information and accuracy.
3.4.2.3.	NOTIFIES ORGANIZATION COMMANDER. Notifies using organization commander to investigate accident to determine cause and possible prevention.
3.4.2.4.	REVIEWS ACCIDENT OR COMPLAINT REPORT. Reviews accident or complaint report to determine if there is vehicle abuse or misuse involved and takes proper follow-up action.
3.4.3.	PREPARES AF IMT 20, <i>REPAIR COST AND REPARABLE VALUE STATEMENT</i> . Contacts base photographer to photograph damage; contacts Staff Judge Advocate to ensure legal sufficiency; prepares AF IMT 20; and releases vehicle for repair.
3.4.4.	SUBMITS REPORT. Submits accident report to commander for determination of cause and placement of liability.
3.4.5.	MAINTAINS FILES.
3.4.5.1.	FILES ACCIDENT REPORT. Reviews and files completed accident, abuse, and misuse report; and forwards file, as required, for further action.
3.4.5.2.	MAINTAINS SUSPENSE FILE. Maintains suspense file on accident investigation in progress.
3.5.	PREPARES FOR UNIT ACTIVATION. Prepares material and/or vehicles for deployment exercise package; coordinates with commander and state authorities; prepares transportation briefing; conducts site survey; and recovers material and/or vehicles from deployment site.
4.	MATERIAL CONTROL.
4.1.	REQUISITIONS PART.
4.1.1.	RESEARCHES SOURCE OF SUPPLY INFORMATION. Researches source of supply information to determine NSN or part number, proper nomenclature, quantity required, TO figure and index, Urgency of Need Designator (UND), Force Activity Designator (FAD), management code, make and model of vehicle, and source code when available.
4.1.2.	ORDERS PART.

4.1.3.	RECEIVES PART FROM SUPPLY.
4.1.4.	ISSUES PART. Issues part for scheduled and unscheduled maintenance.
4.2.	PROCESSES TURN-IN. Processes accountable item turn-in of maintenance excess, serviceable, repairable, or condemned item.
4.3.	MAINTAINS STOCK LISTING.
4.3.1.	MAINTAINS PARTS STOCK LISTING. Maintains stock list by ensuring all required microfiche cards are on file.
4.3.2.	MAINTAINS DUE IN FROM MAINTENANCE LISTING (DIFM) (R26). Reviews DIFM listing (R26); coordinates with supply DIFM monitor on status; and prepares items for turn-in.
4.4.	REVIEWS MISSION CAPABILITY (MICAP) AND VDP SUPPLY LISTING, PRIORITY MONITOR REPORT (D18).
4.5.	PROCESSES REPAIR CYCLE ASSET. Prepares AF IMT 9, <i>Request for Purchase</i> , as required to repair part prior to turn-in; and processes repair cycle asset (DIFM item) in accordance with applicable directive.
4.6.	MONITORS PART. Checks for part on hand or on order against vehicle to be redistributed or transferred; cancels due-out; and turns in part on hand (if credit is given) or moves to work order residue.
4.7.	PERFORMS COPARS.
4.7.1.	INITIATES REQUEST FOR COPARS. Initiates AF IMT 9, for VMS to sign specifying fund requirement and forwards it through channels to contracting office.
4.7.2.	REVIEWS COPARS CONTRACT. Reviews COPARS contract to become familiar with the obligation of both the government and contractor.
4.7.3.	NOTIFIES SUPERINTENDENT. Notifies superintendent of COPARS related problems as they develop.
4.7.4.	MAINTAINS PERSONNEL LIST. Maintains a list of personnel authorized to request or sign for item from COPARS.
4.7.5.	MAINTAINS COPARS FUND STATUS. Maintains a daily log of COPARS fund expenditures; and notifies the VMS when 85 percent of monthly COPARS funds have been obligated.
4.7.6.	PROCESSES SALE SLIP.

4.7.6.1.	SCREENS SALES SLIP. Screens copy two of sales slip daily to ensure applicable items have been entered and verifies discounts have been figured accurately.
4.7.6.2.	DISTRIBUTES COPY. Ensures sales slips are numbered consecutively including copies of voided slips and distributes copy of COPARS sales slip.
4.8.	PERFORMS BLANKET PURCHASE AGREEMENT (BPA) ACTION.
4.8.1.	INITIATES REQUEST FOR BPA. Initiates AF IMT 9 for VMS to sign specifying fund requirement and forwards it through channels to the contracting office.
4.8.2.	MONITORS BPA ACTION.
4.8.2.1.	REVIEWS BPA CONTRACT. Reviews BPA contract to become familiar with obligation of both the government and contractor.
4.8.2.2.	MONITORS BPA OPERATION. Monitors BPA operation for compliance with provisions of contract to ensure satisfactory performance of contractor.
4.8.3.	NOTIFIES VMS. Notifies VMS of BPA-related problems as they develop.
4.8.4.	MAINTAINS PERSONNEL LIST. Maintains a list of personnel authorized to request or sign for item from BPA.
4.8.5.	MAINTAINS BPA FUND STATUS.
4.8.5.1.	MAINTAINS BPA PURCHASE LOG. Maintains AF IMT 616, <i>Fund Cite Authorization</i> , of BPA fund expenditures; and notifies VMS when 85 percent of monthly BPA funds have been obligated.
4.8.5.2.	RECONCILES BPA ACCOUNT. Reconciles BPA account with Accounting and Finance Office (AFO) each month.
4.8.5.3.	REVIEWS BPA PURCHASE. Reviews BPA purchase with Base Supply for possible supply stockage.
4.8.5.4.	MONITORS BPA CALL. Monitors BPA call and provides contracting office with total dollar amount and total number of BPA calls made each month.
4.8.6.	OBTAINS PART FROM BPA SOURCE. Obtains part from BPA source; verifies part is correct; and signs sales slip.

4.8.7.	PROCESSES SALES SLIP. Screens copy two of sales slip to ensure applicable items have been entered; verifies discounts have been figured accurately; ensures sales slip is numbered consecutively by call number, including copies of voided slips; and distributes copy.
4.9.	MAINTAINS BENCH STOCK.
4.9.1.	PERFORMS BENCH STOCK REVIEW. Requests adding, changing, or deleting items on master list of authorized bench stock; and coordinates with superintendent and Supply Bench Stock Support Unit.
4.9.2.	CONDUCTS BENCH STOCK INVENTORY. Conducts bench stock inventory; initiates inventory follow-up action; and orders and stocks part.
4.10.	MONITORS WORK ORDER RESIDUE. Prepares bin label and sends to Defense Reutilization and Marketing Office (DRMO) or base supply if not used in twelve months.
4.11.	COMPLIES WITH TCTO REQUIREMENT.
4.11.1.	PROCESSES TCTO KIT REQUISITION. Processes TCTO kit requisition; and furnishes maintenance control technician with copy of TCTO request when kit is ordered.
4.11.2.	COORDINATES WITH BASE SUPPLY. Coordinates TCTO kit availability and disposition with base supply.
4.11.3.	RECEIPTS FOR TCTO KIT. Receipts for TCTO kit from base supply and issues to vehicle maintenance.
4.11.4.	MAINTAINS STATUS BOARD. Maintains status board of outstanding TCTOs.
4.12.	MONITORS TOOL ISSUE.
4.12.1.	ORDERS TOOL. Orders tool through base supply; monitors back ordered tool; issues tool; and obtains receipt for tool.



4.12.2.	MAINTAINS TOOL KIT. Maintains accountability by obtaining current tool kit custody receipt listing (R09) and custody receipt folder from Tool Issue Center for all personnel assigned; receipts individual tool kit to technician and Composite Tool Kit (CTK) to shop supervisor; monitors changes and updates tool kit; performs semiannual inventory of tool kit; performs inventory when personnel are transferred or when tool kit is no longer required; accounts for shortages; assigns tool kit control number; maintains manual list of individual and composite tool kit control numbers; maintains custody receipt in serial number sequence for each tool kit and CTK; and transfers expendable (condemned) hand tool to DRMO as scrap by completing issue or turn-in request.
4.13.	MAINTAINS TOOL CRIB.
4.13.1.	PERFORMS DAILY INVENTORY. Performs daily tool check to ensure proper accountability.
4.13.2.	PERFORMS SEMI-ANNUAL INVENTORY. Performs complete inventory twice a year or whenever tool room custodian changes.
4.13.3.	MAINTAINS PRECISION MEASUREMENT EQUIPMENT (PME). Monitors schedule for PME calibration and certification; and maintains PME status board for equipment requiring calibration or certification.
4.13.4.	REVIEWS TABLE OF ALLOWANCE (TA). Performs annual review of TA for equipment authorization.
4.14.	PERFORMS GROUND FUEL SUPPORT.
4.14.1.	ORDERS FUEL. Prepares AF IMT 1991, <i>General Purpose Creation</i> , by entering unit designator, amount of fuel ordered, document number, and delivery date requested; and sends AF IMT 1991 to host base Petroleum Oil, and Lubricants (POL).
4.14.2.	RECEIVES FUEL. Closes and blocks off station; verifies vendor bill against amount ordered; checks seal dump valve and manhole cover on truck; sticks tank; monitors off-loading of fuel; reads pump meter; signs vendor receipt and re-sticks tank after fuel drop; completes appropriate form; and forwards to action office.
4.14.3.	ISSUES PRODUCT. Monitors fuel and oil dispensing and secures station.
4.14.4.	PERFORMS INVENTORY OF PRODUCT.
4.14.4.1.	MEASURES PRODUCT. Measures content of ground fuel dispensing storage tank and reads pump meter each day station is open.

4.14.4.2.	PROCESSES INVENTORY DOCUMENT. Computes daily issue and receipt; completes inventory document form, AF IMT 500, <i>Daily and Weekly Fuel Record</i> ; and submits paperwork to action office each day station is open.
4.14.4.3.	VERIFIES TRANSACTION. Checks daily document register (DO4) to verify fuel issue transaction.
4.14.5.	PERFORMS OPERATION INSPECTION AND PREVENTIVE MAINTENANCE. Ensures pumps are operable and calibrated once a year.
4.15.	MONITORS STORAGE AND TEMPORARY DISPOSITION OF HAZARDOUS/ RECOVERABLE WASTE.
4.15.1.	COORDINATES WITH SUPERINTENDENT. Coordinates with superintendent on problems that arise with hazardous waste/recoverable material.
4.15.2.	COMPLETES DOCUMENTATION. Completes necessary documentation for turn-in and accounting of hazardous waste.
4.15.3.	DETERMINES PERCENTAGE OF CONTENTS. Determines percentage of contaminates within contents of hazardous waste.
4.15.4.	CONDUCTS FOLLOW-UP ACTION. Conducts follow-up action if hazardous/recoverable waste has not been disposed of within 90 days.
4.16.	REQUESTS GENERAL FLEET SUPPLY ITEM. Requests and receipts for general fleet supply item.
5.	TEMPORARY DUTY (TDY) TRAVEL. Performs TDY travel to perform official job-oriented duty.
6.	UNIT TRAINING ASSEMBLY (UTA). Performs planning and scheduling task associated with preparation for UTA.
7.	INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meeting, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA, <i>Standard Indirect Description</i> , for the standard indirect description.

## Attachment 3

## MANPOWER TABLE

Table A3.1. Standard Manpower Table.

WORK CENTER/FAC SFS Vehicle Maintenance/FAC 43A0T5		APPLICABILITY MANHOUR RANGE 300.68 – 501.14					
Air Force Specialty Title	AFSC	Grade	Manpower Requirement				
Spec Purpose Veh and Equip Maint	2T371	AGR	1	1	2		
Veh Maint (State Employee)	N/A	N/A	1	2	2		
Total			2	3	4		

**NOTE.** AFSCs may be adjusted at the discretion of the Commander.